

POLICY

Section: Office of the Controller

Subject: Accounts Payable Check Mailing

Approved By: Department Controller

Number: AP - 6

Eff. Date: Sept 27, 2000

Revised:

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All accounts payable checks are to be mailed directly to the payee by the Controller's Office. Exceptions to this policy will be handled on a case-by-case basis.

In unusual circumstances, it may become necessary for a division to request an exception to this policy. If there is a valid necessity for checks to be picked up by the division for delivery, justification/documentation for any such action must be attached to the data entry coding sheets and sent to the Controller's Office. Prior approval is required for all exceptions to policy.

The Controller's Office will either approve or disapprove each request. If the request is approved, the invoice will be processed, and the check will be set for pickup by the division. If the request is disapproved the division will be notified.

It is the responsibility of the individual picking up the check(s) to turn them over to the division fiscal officer/authorized designee. No one with A/P authority shall be allowed to handle the checks. Each division will provide the Controller's Office a list of people with authority to pick up checks and also the name of the fiscal officer/authorized designee. Checks will not be released to any individual who is not authorized by the division to do so.

A log will be maintained for each check picked up. Employees with authority to accept checks will be required to sign for each check. The check log will be a permanent record maintained by the Controller's Office, which will show the names of people authorized to pick up the checks, the vendor name, the check number, the amount of the check, and the signature of the authorized individual accepting the checks. It is the responsibility of the person accepting the checks to deliver them to the fiscal officer/authorized designee.